



CITY OF ATLANTA

Job Announcement

DIRECTOR BUREAU OF BUILDINGS

SALARY RANGE: \$64,262 - \$93,821

Salary Grade 35

Salary Negotiable

Applications Accepted from: April 4, 2005 until vacancy is filled.

Minimum Job Requirements *

Persons applying must possess a Bachelor's degree in Civil Engineering, Public Administration, Community Development or related field, a Master's Degree is preferred; five years of progressively responsible planning and development management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge skills, and abilities for this job. Supervisory experience required. Must be a licensed professional engineer.

Licenses and Certificates

Persons applying must present a valid GA driver's license at the time of appointment. License must remain valid while in this classification.

Duties of the Job:

Manages and directs the Bureau of Buildings. Duties include direct supervision of all administrative and technical staff; coordinating the permit approval process through review of plans and maintenance of all approved building permits and impact fees; ensuring safe construction, interpreting building codes, technical codes, and zoning ordinances; performing emergency evaluations; preparing City Council legislation; overseeing the City's Tree Ordinance; and making zoning presentations before appropriate boards.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes not accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION.

- Verification required prior to appointment.

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.